



QUARTERLY AGENCY STATE VEHICLE ACCIDENT SUMMARY REPORT

Quarter: ____ 1 July – 30 September / ____ 1 October – 31 December / ____ 1 January – 31 March / ____ 1 April – 30 June

Page ____ of ____

Agency: **SC Budget and Control Board** Division/Office: _____

Agency No.: F03 Agency No. (if known): _____ Date: ____ / ____ / ____

Number of vehicles in Agency Fleet: ____ Owned + ____ Leased = ____ Total

Number of miles driven in state vehicles during Quarter: _____

1. Accident No.	2. County No.	3. Route No.	4. Date	5. Day	6. Time	7. Persons injured or killed
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8. Vehicle Year	9. Tag Number	10. Damage Severity	11. DL Number	12. Date of Birth	13. At Fault	14. MVI
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Distribution: Original – BCB Safety, 1200 Senate Street, Suite B-02, Columbia, SC 29201; ATTN: Bernie Lee

Copy – GSD State Fleet Management, 1026 Sumter St., 2nd Floor, Columbia, SC 29201; ATTN: Vivian Roberson

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INSTRUCTIONS FOR COMPLETING THE REPORT

Reference: Fleet Safety Program, Appendix D – Information Sheet

Use the following instructions for completing the appropriate column of the Quarterly Agency State Vehicle Accident Summary Report.

Column 1 - Accident numbers are assigned by the Agency (Board Safety for all Board vehicles)

Column 2 – Enter the code number for the county where the vehicle accident occurred

01 – Abbeville	13 – Chesterfield	25 – Hampton	37 – Oconoe
02 – Aiken	14 – Clarendon	26 – Horry	38 – Orangeburg
03 – Allendale	15 – Colleton	27 – Jasper	39 – Pickens
04 – Anderson	16 – Darlington	28 – Kershaw	40 – Richland
05 – Bamberg	17 – Dillon	29 – Lancaster	41 – Saulda
06 – Barnwell	18 – Dorchester	30 – Laurens	42 – Spartanburg
07 – Beaufort	19 – Edgefield	31 – Lee	43 – Sumter
08 – Berkley	20 – Fairfield	32 – Lexington	44 – Union
09 – Calhoun	21 – Florence	33 – McCormick	45 – Williamsburg
10 – Charleston	22 – Georgetown	34 – Marion	46 – York
11 – Cherokee	23 – Greenville	35 – Marlboro	
12 – Chester	24 – Greenwood	36 – Newberry	

Column 3 – Enter the highway number or street name and city where the vehicle accident occurred. Example: US1 Columbia SC

Column 4 – Enter the calendar date (day / month / year) of when the vehicle accident occurred. Example: 15 Jan 2010

Column 5 – Enter the code number for the day of the week when the vehicle accident occurred

1 – Sunday	3 – Tuesday	5 – Thursday	7 – Saturday
2 – Monday	4 – Wednesday	6 – Friday	

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Column 6 – Enter the time of the vehicle accident using the 24-Hour clock

<u>Time</u>	<u>Code</u>	<u>Time</u>	<u>Code</u>	<u>Time</u>	<u>Code</u>
01:00 AM	0100	09:00 AM	0900	05:00 PM	1700
02:00 AM	0200	10:00 AM	1000	06:00 PM	1800
03:00 AM	0300	11:00 AM	1100	07:00 PM	1900
04:00 AM	0400	12:00 PM	1200	08:00 PM	2000
05:00 AM	0500	01:00 PM	1300	09:00 PM	2100
06:00 AM	0600	02:00 PM	1400	10:00 PM	2200
07:00 AM	0700	03:00 PM	1500	11:00 PM	2300
08:00 AM	0800	04:00 PM	1600	12:00 AM	2400

Examples: 9:50 a.m. = 0950 9:35 p.m. = 2135 12:15 a.m. = 0015

Column 7 – Enter “Injured” and/or “Killed” and the number for each. Example: Injured – 1 / Killed - 0

Column 8 – Enter the Make, Model and Year of manufacture of vehicle. Example: Ford F-150 (2001)

Column 9 – Enter the SC license tag number of the state vehicle. Example: SG1234

Column 10 - **DAMAGE SEVERITY**

- 1 – Slight Less than \$400 damage
- 2 – Moderate \$401 - \$1,000 damage
- 3 – Severe More than \$1,000 damage
- 4 – Not Available

Column 11 - Enter the South Carolina driver’s license number of the vehicle operator. Example: SCDL 001234567

Column 12 – Enter the calendar date of birth (day / month / year) of the vehicle operator. Example: 15 Jan 85

Column 13 – Enter “State” driver or “Other” driver, as determined at fault by the investigating police or the Agency Accident Review Board

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Column 14 – Enter the code number for the Moving Violation Indicated (MVI) from the SC Uniform Traffic Collision Report

00 – No Improper Driving	4B – Following too closely	62 – Pass stopped school bus	89 – Vehicle license violation
01 – Violation Unknown	4C – Defective brakes	63 – Hit & run property damage	90 – Vehicle license improper
11 – Improper Backing	41 – Speeding (more than 10 mph)	79 – Violation inspection law	91 – Illegal whiskey
21 – Speeding (10 mph & under)	42 – Disregard sign / signal	80 – Fail to stop for police	92 – Faulty equipment
22 – Shifting lanes improperly	43 – Disobedient to officer	82 – Other moving violation	93 – Walking violation
23 – Parking improperly	44 – No right of way	83 – Exc. Wt. Ht. Lt. Wh.	94 – Other violation
25 – Failure to dim lights	45 – Wrong side of road	84 – Pedestrian drunk	95 – Fuel tax marker
26 – Lights improper	46 – Passing unlawfully	85 – Concealed weapon	96 – Driving under suspension
28 – Vehicle unsafe condition	47 – Turning unlawfully	86 – Disorderly conduct	97 – Minimum speed law
29 – Driving in wrong lane	48 – Driving in safety zone	87 – Driver license violation	98 – Racing on highway
4A – No / improper signal	61 – Reckless driving	88 – Trash, etc. on highway	99 – Driving Under Influence

SC Budget and Control Board Fleet Safety Coordinators: as of 23 Sep 2010

Division / Office	Fleet Safety Coordinator	Telephone Number	E-Mail
State Information Technology	Angie Blanding	734-1558	ablandi@cio.sc.gov
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Office of Executive Director - Internal Operations	Robin Nabors	737-0549	Robin@io.sc.gov
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